

## Chapter 7: Data Entry, Validation, and Submission

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The data entry screens display formats available for entry of annual financial statement data. These pages contain accounts, which define the data elements required for the annual financial statement data submission. The purpose of the formatted data entry pages is to standardize financial reporting and eliminate redundancy in the annual financial statement submissions.

The data elements or accounts that comprise the data entry pages for an annual financial statement data submission are based on:

- The owning entity's legal structure as recorded by HUD.
- The owning entity's mortgagor type, as recorded by HUD.
- The type of AFS submission as selected on the **Verify AFS Submission Criteria** screen.



### *Types of AFS Data Submission Formats*

There are now eleven types of submission formats or sets of data entry screens as defined by the owning entity's legal structure, the type of mortgagor, and the type of AFS. The list below provides all the FASSUB submission format types and their associated Appendix:

1. Audited AFS in accordance with Handbook IG 2000.04 for profit-motivated/limited distribution entity. [Appendix A]
2. Audited AFS in accordance with Handbook IG 2000.04 for cooperative corporation that is other than non-profit. [Appendix B]
3. Owner-Certified AFS in accordance with HUD Notice 98-25 (and its successors) for a non-profit entity that is other than a cooperative corporation with expenditures of federal awards less than \$300K annually for FYE 12/31/2003 or prior, or less than \$500K annually for FYE 01/01/2004 or later. [Appendix C]
4. Owner-Certified AFS in accordance with HUD Notice 98-25 (and its successors) for a non-profit entity that is a cooperative corporation with expenditures of federal awards less than \$300K annually for FYE 12/31/2003 or prior, or less than \$500K annually for FYE 01/01/2004 or later. [Appendix D]
5. Owner-Certified AFS in accordance with HUD Notice 98-25 (and its successors) for a non-profit entity that is other than a cooperative corporation with expenditures of federal awards greater than or equal to \$300K annually for a reporting FYE of 12/31/2003 or before, or expenditures of federal awards greater than or equal to \$500K annually for a reporting FYE of 01/01/2004 or later. [Appendix C]
6. Owner-Certified AFS in accordance with HUD Notice 98-25 (and its successors) for a non-profit entity that is a cooperative corporation with expenditures of federal awards greater than or equal to \$300K annually for a reporting FYE of 12/31/2003 or before, or expenditures of federal awards greater than or equal to \$500K annually for a reporting FYE of 01/01/2004 or later. [Appendix D]
7. Audited AFS in accordance with OMB Circular A-133 for a non-profit entity that is other than a cooperative corporation. [Appendix E]



8. Audited AFS in accordance with OMB Circular A-133 for a non-profit entity that is a cooperative corporation. [Appendix F]
9. Owner-certified AFS in accordance with HUD Notices 97-04, 98-13, and 99-09 for a profit motivated/limited distribution entity with a property financed under the Small Project Processing Initiative. [Appendix G]
10. Owner-Certified AFS in accordance with HUD Notice 98-25 (and its successors) for a non-profit entity that is a cooperative corporation with expenditures of federal awards less than \$500K annually and a reporting FYE of 01/01/2004 or later. [Appendix D]
11. Owner-Certified AFS in accordance with HUD Notice 98-25 (and its successors) for a non-profit entity that is other than a cooperative corporation with expenditures of federal awards less than \$500K annually and a reporting FYE of 01/01/2004 or later. [Appendix C]

## Organization of Data Entry Screens

<b>DATA ENTRY SCREENS</b> Uniformly designed, regardless of submission type, each data entry screen contains the following features	
<i>Feature</i>	<i>Description</i>
<b>Screen Header</b>	 <p>Stationary banner at the top of each screen that identifies the system.</p>
<b>Property Information</b>	Provides name of property, FHA/Contract #, and reporting period date from and reporting period date to.
<b>Data Entry Screens</b>	 <p>There are eleven main data screens, grouped into three categories: <i>Supplemental Schedules with Financial Statement Data</i>, <i>Notes &amp; Auditor Reports</i>, and <i>Supplemental Data</i>. The categories display at the top and the bottom of each screen for quick and easy system navigation. The category name is highlighted in blue with a yellow background when it is selected. The two other categories are links that allow the user to quickly navigate from category to category. Click on an underlined link and the selected category displays.</p>

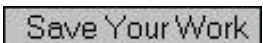
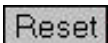
## DATA ENTRY SCREENS

Uniformly designed, regardless of submission type, each data entry screen contains the following features

<i>Feature</i>	<i>Description</i>		
<b>Data Entry Links</b>	 <p>The eleven main data entry screens are accessed via links within the three categories. These data screen links are like dividers in a folder, and provide access to the data entry screens associated with each category. Like the three category links, the data links are also located at the top and bottom of each screen and are highlighted in blue with a yellow background when selected.</p>		
<b>Screen Categories and Associated Data Screen Links</b>	<table border="1"> <tr> <td> <b>Supplemental Schedules with Financial Statement Data</b> <ul style="list-style-type: none"> <li>Balance Sheet Data</li> <li>Profit &amp; Loss Data</li> <li>Equity Data</li> <li>Cash Flow Data</li> </ul> <b>Notes &amp; Auditor Reports</b> <ul style="list-style-type: none"> <li>Notes</li> <li>Auditor's Reports</li> <li>Findings &amp; Prior Audits</li> </ul> </td><td> <b>Supplemental Data</b> <ul style="list-style-type: none"> <li>Reserve Account Data</li> <li>Surplus Cash &amp; Fixed Asset Data</li> <li>Nursing Home/Assisted Living Data</li> <li>Certification/Federal Awards Data</li> </ul> </td></tr> </table>	<b>Supplemental Schedules with Financial Statement Data</b> <ul style="list-style-type: none"> <li>Balance Sheet Data</li> <li>Profit &amp; Loss Data</li> <li>Equity Data</li> <li>Cash Flow Data</li> </ul> <b>Notes &amp; Auditor Reports</b> <ul style="list-style-type: none"> <li>Notes</li> <li>Auditor's Reports</li> <li>Findings &amp; Prior Audits</li> </ul>	<b>Supplemental Data</b> <ul style="list-style-type: none"> <li>Reserve Account Data</li> <li>Surplus Cash &amp; Fixed Asset Data</li> <li>Nursing Home/Assisted Living Data</li> <li>Certification/Federal Awards Data</li> </ul>
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<b>Account Data</b>	 <p>Presented in table form with column headings for each screen:</p> <ul style="list-style-type: none"> <li>Account numbers vary according to the type of submission.</li> <li>Description defines the corresponding account number.</li> <li>Value defines the specific account data for each account number.</li> <li>Details is a link to another screen with detailed accounts to support the value entered in an original account or data request.</li> </ul> <p>Although the screens are presented consistently in the same table set-up, the account numbers displayed may differ from annual financial statement to annual financial statement. Account numbers available to the user depend on the AFS submission type, mortgagor type, and owning entity legal structure type.</p>		

## DATA ENTRY SCREENS

Uniformly designed, regardless of submission type, each data entry screen contains the following features

<i>Feature</i>	<i>Description</i>
<b><i>Save Your Work Button</i></b>	 button allows the user to save data once it has been entered. <b>NOTE:</b> The user should always save their work before leaving a data entry screen to enter data in other category groups or detail screens. <b>Failure to do so may result in the loss of entered data.</b>
<b><i>Reset Button</i></b>	 button allows the user to restore a screen to the previously saved data.
<b><i><u>Validate Your Submission Link</u></i></b>	Initiates validation of the entered data in accordance with HUD business rules. <b>The user should not initiate validation until all the data for the AFS has been entered and saved.</b>
<b><i><u>Return to Statement Selection Screen Link</u></i></b>	Returns the user to the <b>Statement Selection Screen</b> .
<b><i><u>Details Link</u></i></b>	Detailed information may be required for some account values or data requests. When a <u>Details</u> link displays in the Details column, it indicates that another screen for supporting details exists. In the Account Data Definition appendices of this guide, these details are referred to as “Detail Level 1” accounts. Some submission types, however, may require a second screen of details to support findings and prior audits account data, and are referred to as “Detail Level 2.”

The table below lists the data entry screens that require completion prior to validation for Single/Combined audited and owner-certified submissions.

### *Data Entry Screen Application for Single / Combined Submissions*

	<b>Audited</b>	<b>Owner-Certified</b>
<b><i>Balance Sheet Data</i></b>	<b>X</b>	<b>X</b>
<b><i>Profit &amp; Loss Data</i></b>	<b>X</b>	<b>X</b>
<b><i>Equity Data</i></b>	<b>X</b>	<b>X</b>
<b><i>Cash Flow Data</i></b>	<b>X</b>	<b>X</b>
<b><i>Notes</i></b>	<b>X</b>	<b>X</b>
<b><i>Auditor's Reports</i></b>	<b>X</b>	

***Data Entry Screen Application for Single / Combined Submissions***

	<b>Audited</b>	<b>Owner-Certified</b>
<b><i>Findings &amp; Prior Audits</i></b>	<b>X</b>	
<b><i>Reserve Accounts Data</i></b>	<b>X</b>	<b>X</b>
<b><i>Surplus Cash &amp; Fixed Asset Data</i></b>	<b>X</b>	<b>X</b>
<b><i>NH/Assisted Living Data</i></b>	<b>X</b>	<b>X</b>
<b><i>Certification/Federal Awards Data</i></b>	<b>X</b>	<b>X</b>

The table below lists the entity and property data entry screens that require completion prior to validation for both audited and owner-certified consolidated submissions.

***Data Entry Screen Application for Consolidated Submissions***


	<b>Audited</b>		<b>Owner-Certified</b>	
	<b><i>Entity</i></b>	<b><i>Property</i></b>	<b><i>Entity</i></b>	<b><i>Property</i></b>
<b><i>Balance Sheet Data</i></b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b><i>Profit &amp; Loss Data</i></b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b><i>Equity Data</i></b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b><i>Cash Flow Data</i></b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b><i>Notes</i></b>	<b>X</b>		<b>X</b>	
<b><i>Auditor's Reports</i></b>	<b>X</b>			
<b><i>Findings &amp; Prior Audits</i></b>	<b>X</b>			
<b><i>Reserve Accounts Data</i></b>		<b>X</b>		<b>X</b>
<b><i>Surplus Cash &amp; Fixed Asset Data</i></b>		<b>X</b>		<b>X</b>
<b><i>NH/Assisted Living Data</i></b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b><i>Certification/Federal Awards Data</i></b>	<b>X</b>		<b>X</b>	

## Accessing the Data Entry Screens

The **Statement Selection Screen** provides access to the data entry screens once the submission record has been created. Statements associated with a submission record have a status of “Draft” until validated.

To access the data entry screens, select the appropriate property name in the *Project* column (e.g., The Village) on the **Statement Selection Screen**. The data entry screens display for that property.

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**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Statement Selection Screen

Project	FHA/Contract	M2M	Distribution Allowed	Period From	Period To	Status	Print Statement
<a href="#">THE VILLAGE (1)</a>	050TC551		LTD	01/01/1995	12/31/1995	Draft	View Data

To submit the AFS, you MUST complete and validate a statement for each property listed above.

## Supplemental Schedules with Financial Statement Data

**Supplemental Schedules with Financial Statement Data** is the first of the data entry screens in FASSUB. It contains four data links that provide access to the **Balance Sheet Data**, **Profit & Loss Data**, **Equity Data**, and **Cash Flow Data** screens.

<b>Project Name</b>	<b>FHA/Contract Number</b>	<b>Date From</b>	<b>Date To</b>
THE VILLAGE (1)	050TC551	01/01/1995	12/31/1995

<b>Supplemental Schedules with Financial Statement Data</b>	<a href="#">Notes &amp; Auditor Reports</a>	<a href="#">Supplemental Data</a>
<a href="#">Balance Sheet Data</a>	<a href="#">Profit and Loss Data</a>	<a href="#">Equity Data</a>
	<a href="#">Cash Flow Data</a>	

Account	Description	Value	Details
<b>Assets</b>			
1120	Cash - Operations	\$ <input type="text"/>	N/A
1121	Construction Cash Account	\$ <input type="text"/>	N/A
1125	Cash - Entity	\$ <input type="text"/>	N/A
2033T	Total Liabilities and Equity/Net Assets	\$ <input type="text"/>	N/A

<input type="button" value="Save Your Work"/>	<input type="button" value="Reset"/>
<a href="#">[Validate Your Submission]</a>	
<a href="#">[Return to Statement Selection Screen]</a>	

<a href="#">Balance Sheet Data</a>	<a href="#">Profit and Loss Data</a>	<a href="#">Equity Data</a>	<a href="#">Cash Flow Data</a>
<b>Supplemental Schedules with Financial Statement Data</b>	<a href="#">Notes &amp; Auditor Reports</a>	<a href="#">Supplemental Data</a>	

The white space in the middle of the screen indicates that the complete screen is not shown due to space limitations.  
**Remember:** data elements (account numbers) available on a screen vary according to the submission type.



## Notes and Auditor Reports

The **Notes & Auditor Reports** is the second category of data entry screens in FASSUB. It contains three data links that provide access to the **Notes**, **Auditor's Reports**, and **Findings & Prior Audits** screens.

Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/1995	12/31/1995

<a href="#">Supplemental Schedules with Financial Statement Data</a>	<b>Notes &amp; Auditor Reports</b>	<a href="#">Supplemental Data</a>
<a href="#">Notes</a>	<a href="#">Auditor's Reports</a>	<a href="#">Findings &amp; Prior Audits</a>

Account	Description	Value	Details
S3100-010	Organization and Presentation Note	<div></div>	N/A
S3100-020	Prior Period Adjustment Note	<div></div>	N/A
S3100-030	Prior Period Adjustment	\$ <div></div>	N/A

Please enter the additional notes:		<a href="#">[Details]</a>
<div>Save Your Work</div> <div>Reset</div>		
<a href="#">[Validate Your Submission]</a>		
<a href="#">[Return to Statement Selection Screen]</a>		
<a href="#">Notes</a>	<a href="#">Auditor's Reports</a>	<a href="#">Findings &amp; Prior Audits</a>
<a href="#">Supplemental Schedules with Financial Statement Data</a>	<b>Notes &amp; Auditor Reports</b>	<a href="#">Supplemental Data</a>

The white space in the middle of the screen indicates that the complete screen is not shown due to space limitations.  
**Remember:** data elements (account numbers) available on a screen vary according to the submission type.



## Supplemental Data

The **Supplemental Data** screen is the third category of data entry screens in FASSUB. It contains four data links that provide access to **Reserve Accounts Data**, **Surplus Cash & Fixed Asset Data**, **NH [Nursing Home]/Assisted Living Data**, and **Certification/Federal Awards Data** screens.

<b>Project Name</b>	<b>FHA/Contract Number</b>	<b>Date From</b>	<b>Date To</b>
THE VILLAGE (1)	050TC551	01/01/1995	12/31/1995
<a href="#">Supplemental Schedules with Financial Statement Data</a>		<a href="#">Notes &amp; Auditor Reports</a>	<b>Supplemental Data</b>
<a href="#">Reserve Accounts Data</a>	<a href="#">Surplus Cash &amp; Fixed Asset Data</a>	<b>NH/Assisted Living Data</b>	<a href="#">Certification/Federal Awards Data</a>
<b>Account</b>	<b>Description</b>	<b>Value</b>	<b>Details</b>
<b>Schedule of 5300 Accounts</b>			
5301	Private Pay Room & Board	\$ <input type="text"/>	N/A
5302	Private Pay Ancillary	\$ <input type="text"/>	N/A
5303	Contractual Adjustments	\$ <input type="text"/>	N/A
S1900-140	Utilization	<input type="text"/>	N/A
<input type="button" value="Save Your Work"/> <input type="button" value="Reset"/>			
<a href="#">[Validate Your Submission]</a>			
<a href="#">[Return to Statement Selection Screen]</a>			
<a href="#">Reserve Accounts Data</a>	<a href="#">Surplus Cash &amp; Fixed Asset Data</a>	<b>NH/Assisted Living Data</b>	<a href="#">Certification/Federal Awards Data</a>
<a href="#">Supplemental Schedules with Financial Statement Data</a>		<a href="#">Notes &amp; Auditor Reports</a>	<b>Supplemental Data</b>

The white space in the middle of the screen indicates that the complete screen is not shown due to space limitations.  
**Remember:** data elements (account numbers) available on a screen vary according to the submission type.

## ***Account Entry***

### **Data Field Types**

The data entry screens contain several different types of data entry fields.

- **Numbers.** Only whole numbers are accepted in fields defined as having a “Datatype” of Numeric (“N”) or Currency (“\$”). The system does not accept letters, symbols, or punctuation marks in fields with these datatypes.
- **Negative Values.** Only certain accounts allow negative values to be entered. To represent a negative number, enter a minus sign in front of the number (e.g., -6). FASSUB does not accept parentheses around a number as a negative indicator.
- **Dates.** Only dates are accepted in fields defined as having a “Datatype” of Date Value (“DT”). A date must be entered using the following format: 2-digit month/2-digit day/4-digit year (MM/DD/YYYY).
- **Text.** Any type of data can be entered into this field with the exception of double quotes (“”).

**NOTE:** Use the “Datatype” and “Negative Value Allowed” fields for each account, as defined in the Account Data Definitions appendices, to determine the allowable data.

### **Data Entry**

1. Enter data in the *Value* field associated with each account.

**NOTE:** The user can tab (using the Tab key) from account value to account value. If there is a drop-down menu, click on the down arrow to the right of the Value field to make a selection.

2. Click on the  button.

### **Data Format Checks**

FASSUB checks account entries throughout the data entry process to ensure data is entered accurately for electronic submittal. Each time the user saves data, the system checks the account values for correct format. The format checks performed by FASSUB during the “Save Your Work” function are listed in the next paragraph. If there are problems, an error screen displays that provides specific account numbers and the associated format error. The user can return to the previous screen and re-enter the values correctly (example on next page). When this type of error occurs, the data has not been successfully saved.

**NOTE:** System checks of account entry only occur after the user clicks on the Save Your Work button.

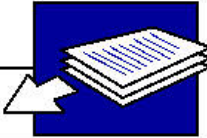
- **Numbers.** If letters, symbols, or punctuation marks are entered into a number field, the error below will be received.

1120	Cash - Operations	\$None	N/A
1121	Construction Cash Account	\$None	N/A

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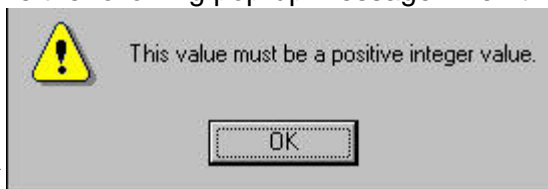
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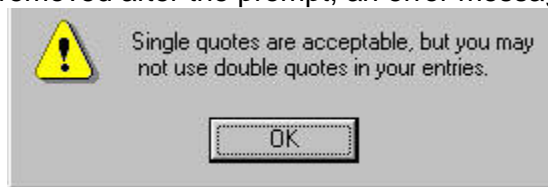


Account #	Error Message(s)
1120	Invalid data format was found. Please re-enter a numeric integer value and ensure there are no spaces.
1121	Invalid data format was found. Please re-enter a numeric integer value and ensure there are no spaces.

- Negative Values.** If a negative value is entered into an account for which only positive values are allowed, the user will receive the following pop-up message when they try to enter a new field or click on any other part of the screen. If the negative value is not corrected after the prompt, an error message will be generated when the Save Your Work button is clicked.



- Dates.** If a value other than a 2-digit month/2-digit day/4-digit year (MM/DD/YYYY) is entered into the field, an error message will be generated when the Save Your Work button is clicked.
- Text.** If double quotes (") are entered in a text field, the user will receive the following pop-up message when they try to enter a new field or click on any other part of the screen. If the double quotes are not removed after the prompt, an error message will be generated when the Save Your Work button is clicked.



## Detail Screen

Some accounts have associated links to additional screens for details to support an account value or to provide additional information. Accounts for which details may be required are indicated by a [\[Details\]](#) link in the Details column. Refer to the “Edit/Business Rules” for each account, as defined in the appendices, to determine whether details are required.

1340ODT	Other Deposits	\$ <input type="text"/>	<a href="#">[Details]</a>
1340INT	Interest on Residual Receipts Accounts	\$ <input type="text"/>	N/A

Details are defined by the accounts that make up the “group”. Details are grouped because they are repeatable.

There are two types of detail groups: “Level 1” details and “Level 2” details.

- “Level 1” details are accessible from the main data entry screens, via the [\[Details\]](#) links.
- “Level 2” details are accounts associated with a “Level 1” detail account, and are accessible via the [\[Details\]](#) link on the “Level 1” detail screens.

### To enter details:

1. Click on the [Details](#) link for the account. The **Account Details** screen displays.

Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/1995	12/31/1995

**Account Details** [\[Back to Reserve Accounts Data\]](#)

Account	Description	Value	Details
<a href="#">[ Add A Detail ]</a>			
<a href="#">[Validate Your Submission]</a>			
<a href="#">[Return To Statement Selection Screen]</a>			

**NOTE:** Click on the Back to . . . link next to the title of the screen—Account Details—to return to the initial data entry screen. In the example shown, it is the [Back to Reserve Accounts Data](#) link.

2. Click on the [Add a Detail](#) link. The accounts for this set of details (in the example on the next page, “Other Residual Receipts Deposits”) appears.

Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/1995	12/31/1995

**Account Details** [[Back to Reserve Accounts Data](#)]

Account	Description	Value	Details
<b>Details - Other Residual Receipts Deposits</b>			
13400D-010	Description	<input type="text"/>	N/A
13400D-020	Amount	\$ <input type="text"/>	N/A
[ <a href="#">Delete Group Accounts Above</a> ]			
<input type="button" value="Save Your Work"/> <input type="button" value="Reset"/>			
[ <a href="#">Validate Your Submission</a> ]			
[ <a href="#">Return To Statement Selection Screen</a> ]			

- Enter the detail data in the *Value* field associated with each account.

**NOTE:** The user can tab (using the Tab key) from account value to account value. If there is a drop-down menu, click on the down arrow to the right of the Value field to make a selection.

- Click on the  button.

**NOTE:** You must enter a minimum of the first account value and the last account value in each set of details displayed on the screen/page to save the data.

- Click on the [Back to . . .](#) link to return to the initial screen.

**NOTE:** To enter another set of details, click on the [Add a Detail](#) link again and follow steps 1 through 4. The user can repeat this process to add as many sets of details as necessary. The [Add a Detail](#) link will not be displayed until after the current detail has been saved. The user must complete and save one detail at a time.

To delete a detail group, click on the [Delete Group Accounts Above](#) link and the data for the group located directly above is removed from the system. Once this action has been taken, the data is *not* recoverable.

If a [\[Details\]](#) link appears on the “Level 1” Account Details screen, another layer of details is required to support the data entered. The [\[Details\]](#) link provides access to an Accounts Details screen referred to as “Level 2” details in this guide. “Level 2” details follows the same process as “Level 1” details.

## ***Get Info Button***

When accessing the link for Certification/Federal Awards Data for Supplemental Data, audited submissions are required to enter an Audit Firm ID (UII) and then use the Get Info button to load certain audit firm information accounts with data from the Quality Assurance Subsystem (QASS). Entering the correct UII and selecting the Get Info button is the only method of entering data into these accounts.


The Get Info function requires the user to verify that their CPA information is correct on the **Verify that the following CPA Information is correct** screen. When the Get Info button is present, the following circumstances apply:

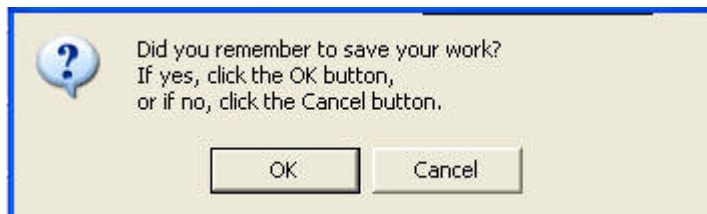
- For a single or combined audited submission, if this process is not completed, the submission cannot be validated.
- For consolidated submission, it only appears on the entity level (Consolidated Statement), and if not completed the submission cannot be validated.

### ***To verify the Audit Firm ID:***

1. Click on the  button.

**NOTE:** If you do not save your work prior to getting audit firm information, you will lose any data changes entered since the last save.

2. Click on the  button. The following message displays.



3. Click on the OK button when prompted by the message to save your work.



The **Audit Firm ID (UII)** screen displays.

4. Enter the audit firm's unique identifier (UII) and click on the  button.

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**Please enter your Audit Firm ID (UII)**

Submit


The **Verification** screen displays.

5. Verify the information and click on the Verify button.

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## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	12/31/1995

Verify that the following CPA information is correct

Unique IPA Identifier (UII)	99999
Audit Firm Name	First M. Last, CPA
Street Address 1	1234 First Street
Street Address 2	Suite B
City	New Freedom
State	NY
Zip Code	12345
Zip Code Extension	6789
Employer Identification Number	123456789

If any of the information is not correct, verify that you have entered the correct audit firm ID. If you entered the incorrect audit firm ID, click on the "Cancel" button to return to the FASS Data Entry Screen. If you believe the information is correct, select the "Verify" button in order to save this information.

Verify

Cancel

The **Certification/Federal Awards Data** screen redisplay with the audit firm's unique identifier listed.



## Business Rules and Validation

Prior to an annual financial statement (AFS) being formally submitted, it must go through the validation process. All submission types must pass HUD’s business rules for validation.

Validation follows the same procedures for all submission types, with the exception of the **Consolidated** submission. For Consolidated submissions, each statement associated with the submission record (entity and property level) must be validated in order to submit data. Validation can be done from any data entry screen in FASSUB; however, if all financial data has not been entered then this will result in many pages of validation errors.

An AFS will also fail validation if:


- Data from the basic annual financial statement (Balance Sheet, Statement of Profit & Loss, Equity Statement, and Statement of Cash Flows) is missing
- Supplemental Data is missing
- Notes with explanatory information relative to the owning organization and policy changes are missing
- Certifications (Mortgagor, Managing Agent, Auditor’s) are missing
- Accounts that are calculations of other accounts do not reconcile
- Accounts that are required based on the presence of other accounts are missing

**NOTE:** For a complete listing of the validation business rules, see the appendix for the appropriate submission type.

### Validating a Single Submission:

1. Click on the submission link (e.g., THE VILLAGE) in the *Project* column in the **Submission Status Box**.

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)




Submission Status Box				
Tax ID	Project	AFS FYE	Submission Type	Submission Status
888888881	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-2000.04	Draft
888888885	<a href="#">THE VILLAGE (1)</a>	12/31/1995	OC>=300K	Draft
888888887	<a href="#">ACRES HOMES (2)</a>	12/31/1995	AUD-A133	Draft

The **Statement Selection Screen** displays.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



### Statement Selection Screen

Project	FHA/Contract	M2M	Distribution Allowed	Period From	Period To	Status	Print Statement
<a href="#">THE VILLAGE (1)</a>	050TC551		LTD	01/01/1995	12/31/1995	Draft	<a href="#">View Data</a>

To submit the AFS, you MUST complete and validate a statement for each property listed above.

- Click on the submission link (e.g., [THE VILLAGE](#)) in the *Project* column. The data entry screens for the single property displays.

Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/1995	12/31/1995

<a href="#">Supplemental Schedules with Financial Statement Data</a>		<a href="#">Notes &amp; Auditor Reports</a>	<a href="#">Supplemental Data</a>
<a href="#">Balance Sheet Data</a>	<a href="#">Profit and Loss Data</a>	<a href="#">Equity Data</a>	<a href="#">Cash Flow Data</a>

Account	Description	Value	Details
<b>Assets</b>			
1120	Cash - Operations	\$ 82 694	N/A
1121	Construction Cash Account	\$	N/A
<b>Liabilities and Equity</b>			
2033T	Total Liabilities and Equity/Net Assets	\$ 478 6481	N/A

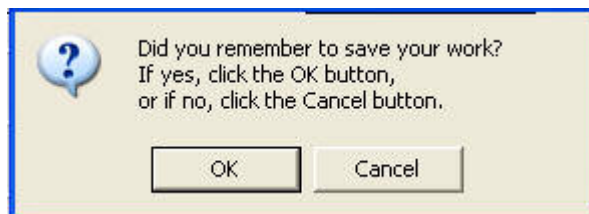
  

[\[Validate Your Submission\]](#)

[\[Return to Statement Selection Screen\]](#)

<a href="#">Balance Sheet Data</a>	<a href="#">Profit and Loss Data</a>	<a href="#">Equity Data</a>	<a href="#">Cash Flow Data</a>
<a href="#">Supplemental Schedules with Financial Statement Data</a>		<a href="#">Notes &amp; Auditor Reports</a>	<a href="#">Supplemental Data</a>

- Update the appropriate fields, scroll to the bottom and click on the Validate Your Submission link. A message window displays reminding the user to save their work before continuing, or to cancel the request.




**NOTE:** You will be prompted to save your work prior to validating. If you don't save it, you will lose any data changes entered since the last save, and the statement will not validate.

- Click on the  button. The **Your statement data has completed validation!** screen displays.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE (1)	050TC551	01/01/96	12/31/96

### Your statement data has completed validation!

PLEASE NOTE: You will need to list, print, and submit your tax statement data on a separate process. The system will not process your statement data until you have submitted the tax statement data.


[\[Return to Statement Selection Screen\]](#)

- Click on the Return to Statement Selection Screen link. The **Statement Selection Screen** displays the status of the submission as Validated.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



### Statement Selection Screen

Project	FHA/Contract	M2M	Distribution Allowed	Period From	Period To	Status	Print Statement
<a href="#" style="color: #000080; text-decoration: underline;">THE VILLAGE (1)</a>	050TC551		LTD	01/01/1996	12/31/1996	Validated	<a href="#" style="color: #000080; text-decoration: underline;">View Data</a>

To submit the AFS, you MUST complete and validate a statement for each property listed above.

Submit OC>=300K

**The AFS can now be submitted to HUD.**

## Validating a Combined submission:

1. Click on the [Combined Statement](#) link in the **Submission Status Box**.


Submission Status Box				
Tax ID	Project	AFS FYE	Submission Type	Submission Status
888888881	<a href="#">Consolidated Statement</a>	12/31/1996	AUD-2000.04	Draft
888888882	<a href="#">Combined Statement</a>	12/31/1996	AUD-2000.04	Draft
888888885	<a href="#">THE VILLAGE (1)</a>	12/31/1996	OC>=300K	Draft
888888887	<a href="#">ACRES HOMES (2)</a>	12/31/1996	AUD-A133	Draft

The **Statement Selection Screen** displays.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



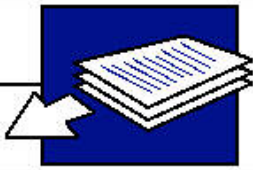
Statement Selection Screen						
Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Combined Statement</a>			01/01/1996	12/31/1996	Draft	
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221		01/01/1996	12/31/1996	Draft	
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222		01/01/1996	12/31/1996	Draft	
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223		01/01/1996	12/31/1996	Draft	
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224		01/01/1996	12/31/1996	Draft	
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225		01/01/1996	12/31/1996	Draft	

To submit the AFS, you MUST complete and validate a statement for each property listed above.



- Click on the Combined Statement link in the *Project* column. The data entry screen for the combined property displays.

**Annual Financial Statement**  
**Electronic Submission**  
**U.S. Department of Housing and Urban Development**  
**Real Estate Assessment Center (REAC)**



Project Name	FHA/Contract Number	Date From	Date To
Combined Statement			
DAVID BARKER TOWNHOUSES COOPERATIVE (1)		01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC221	01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC222	01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC223	01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC224	01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225	01/01/1996	12/31/1996

**Supplemental Schedules with Financial Statement Data**

[Notes & Auditor Reports](#)

[Supplemental Data](#)

[Balance Sheet Data](#)

[Profit and Loss Data](#)

[Equity Data](#)

[Cash Flow Data](#)

Account	Description	Value	Details
<b>Assets</b>			
1120	Cash - Operations	\$ 189184	N/A
1121	Construction Cash Account	\$	N/A

**Members' Equity Data - Cooperatives**

4000T	Total Equity/Net Assets (Coops)	\$ -848048	N/A
2040T	Total Liabilities and Members' Equity (Coops)	\$ 4864105	N/A

Save Your Work

Reset

[\[Validate Your Submission\]](#)  
[\[Return to Statement Selection Screen\]](#)

[Balance Sheet Data](#)

[Profit and Loss Data](#)

[Equity Data](#)

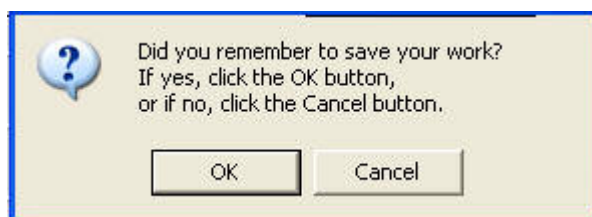
[Cash Flow Data](#)

**Supplemental Schedules with Financial Statement Data**

[Notes & Auditor Reports](#)

[Supplemental Data](#)

- Update the appropriate fields, scroll to the bottom and click on the Validate Your Submission link. A message window displays reminding the user to save their work before continuing, or to cancel the request.



**NOTE:** If you do not save your work prior to validating, you will lose any data changes entered since the last save and the statement will not validate.

- Click on the  button. The **Your statement data has completed validation!** screen displays.

Project Name		FHA/Contract Number	Date From	Date To
Combined Statement				
DAVID BARKER TOWNHOUSES COOPERATIVE (1)			01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (2)		020TC221	01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (3)		020TC222	01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (4)		020TC223	01/01/1996	12/31/1996
DAVID BARKER TOWNHOUSES COOPERATIVE (5)		020TC224	01/01/1996	12/31/1996
		020TC225	01/01/1996	12/31/1996


## Your statement data has completed validation!

**PLEASE NOTE:** You still must **list, print, and submit** your final statement data to complete the process. To begin the submission or CPA Validation process, click on the "Return to Statement Selection Screen" link.

[\[Return to Statement Selection Screen\]](#)

- Click on the [Return to Statement Selection Screen](#) link. The **Statement Selection Screen** displays.

**Annual Financial Statement**  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



**Statement Selection Screen**

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Combined Statement</a>			01/01/1996	12/31/1996	Validated	<a href="#">View Data</a>
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221		01/01/1996	12/31/1996	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222		01/01/1996	12/31/1996	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223		01/01/1996	12/31/1996	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224		01/01/1996	12/31/1996	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225		01/01/1996	12/31/1996	Validated	

To submit the AFS, you **MUST** complete and validate a statement for each property listed above.

Submit for CPA Certification

**The submission can now be submitted.**




## Validating a Consolidated submission:

1. Click on the Consolidated Statement link in the *Project* column on the **Submission Status Box**.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



### Submission Status Box


Tax ID	Project	AFS FYE	Submission Type	Submission Status
888888881	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-2000.04	Draft
888888885	<a href="#">THE VILLAGE (1)</a>	12/31/1995	OC>=300K	Draft
888888887	<a href="#">ACRES HOMES (2)</a>	12/31/1995	AUD-A133	CPA Review

The **Statement Selection Screen** displays.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
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### Statement Selection Screen

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Consolidated Statement</a>			01/01/1995	12/31/1995	Draft	
<a href="#">HARDEN APARTMENTS (1)</a>	010TC111		01/01/1995	12/31/1995	Draft	
<a href="#">WEAVER APARTMENTS (2)</a>	010TC112		01/01/1995	12/31/1995	Draft	

To submit the AFS, you MUST complete and validate a statement for each property listed above.


[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)

Comments or Questions [<REAC Technical Assistance Center>](#)

- Click on a submission link (e.g., [Harden Apartments](#)) in the *Project* column. Data entry screen for the property displays. (next page)

**Annual Financial Statement**  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
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Project Name	FHA/Contract Number	Date From	Date To
HARDEN APARTMENTS (1)	010TC111	01/01/1995	12/31/1995

**Supplemental Schedules with Financial Statement Data**

[Notes & Auditor Reports](#)

[Supplemental Data](#)

Balance Sheet Data

[Profit and Loss Data](#)

[Equity Data](#)

[Cash Flow Data](#)

Account	Description	Value	Details
<b>Assets</b>			
1120	Cash - Operations	\$ 355550	N/A
1121	Construction Cash Account	\$	N/A
2036T	Total Liabilities and Equity/Retained Earnings (Corporations)	\$	N/A

[\[Validate Your Submission\]](#)

[\[Return to Statement Selection Screen\]](#)

Balance Sheet Data

[Profit and Loss Data](#)

[Equity Data](#)

[Cash Flow Data](#)

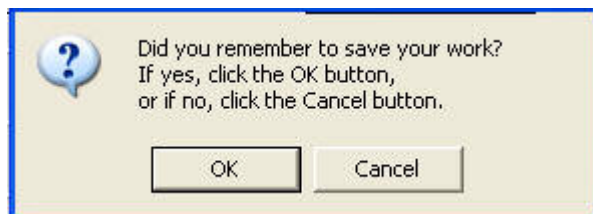
**Supplemental Schedules with Financial Statement Data**

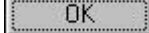
[Notes & Auditor Reports](#)

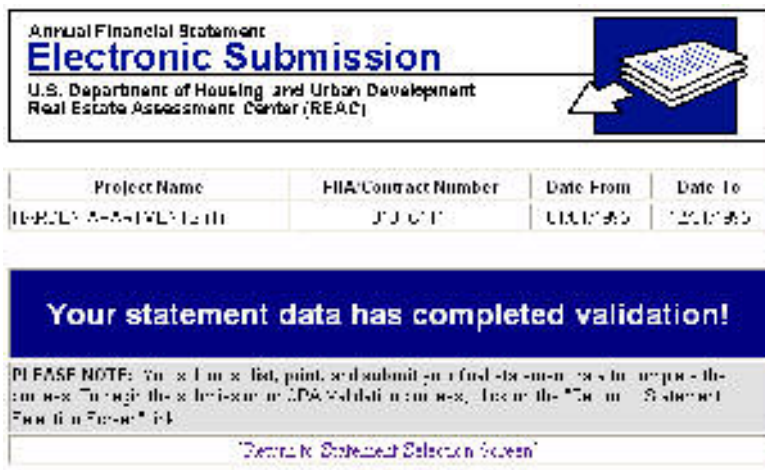
[Supplemental Data](#)

- Update the appropriate fields, scroll to the bottom and click on the [Validate Your Submission](#) link. A message window displays reminding the user to save their work before continuing, or to cancel the request.

**NOTE:** If you do not save your work prior to validating, you will lose any data changes entered since the last save, and the statement will not validate.



- Click on the  button. The **Your statement data has completed validation!** screen displays. (next page)



Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)

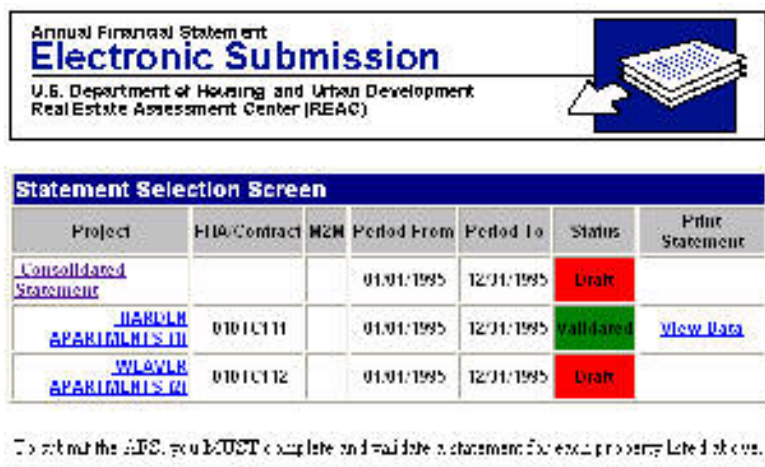
Project Name	HIA/Contract Number	Date From	Date To
HARDEN APARTMENTS III	0101CT11	01/01/1995	12/31/1995

**Your statement data has completed validation!**

PLEASE NOTE: You will need to print and submit your final statement to HUD through the electronic submission process. Use the "Return to Statement Selection Screen" link.

[Return to Statement Selection Screen](#)

- Click on the [Return to Statement Selection Screen](#) link. The **Statement Selection Screen** displays indicating the submission is validated (e.g., Harden Apartments).



Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
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Project	HIA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Consolidated Statement</a>			01/01/1995	12/31/1995	Draft	
<a href="#">HARDEN APARTMENTS III</a>	0101CT11		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">WEAVER APARTMENTS III</a>	0101CT12		01/01/1995	12/31/1995	Draft	

To submit the AES, you MUST complete and validate a statement for every property listed above.

To continue with validation of a **Consolidated** submission, the user repeats these steps for all the other property statements (e.g., Harden Apartments or Weaver Apartments) and the owning entity statement (Consolidated Statement). As validation is completed for each submission, the **Statement Selection Screen** reflects the change in their status from "Draft" to "Validated". Only when all projects are validated and, when appropriate, CPA Certified, can the user submit the statements to HUD.



Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
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Project	HIA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Consolidated Statement</a>			01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">HARDEN APARTMENTS III</a>	0101CT11		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">WEAVER APARTMENTS III</a>	0101CT12		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>

To submit the AES, you MUST complete and validate a statement for every property listed above.

[Return to Statement Selection Screen](#)

[Return to Statement Selection Screen](#)

[Return to Statement Selection Screen](#)

## Validation Errors


When a financial statement is checked against HUD's business rules for that submission type and does not pass all the business rules, it will fail validation, and an error message displays providing specific account numbers and reasons. This enables the user to return to those accounts and correct the values before initiating the validation process again.

**Note:** For a complete listing of the validation business rules, see the appendix for the appropriate submission type.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
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Project Name	FHA/Contract Number	Date From	Date To
HARDEN APARTMENTS (1)	010TC111	01/01/1995	12/31/1995

Account Number	Rejection Reason
S1300-010	This value must equal the sum of accounts 1120, 1170 and 1191.
S1300-040	This value must equal the sum of accounts S1300-010, 1135, and S1300-030.
S1300-200	For non-profit projects whose owners are allowed to take distributions, if S1300-150 is equal to or less than zero, then S1300-200 should equal zero.


[Back to the Data Entry Screens](#)

### *To correct business rule validation errors:*

1. Click on the Back to the Data Entry Screens button. The action goes back to the screen where validation was attempted.
2. Go to the screen (or screens) that contain the accounts with errors and correct the values.
3. Click on the Save Your Work button before leaving each screen.
4. Click on the Validate Your Submission link to validate the submission again. Once all the errors are corrected, the **Your statement data has completed validation!** screen displays acknowledging the submission passed validation.



5. Click on the [Return to Statement Selection Screen](#) link to return to the **Statement Selection Screen**.

Annual Financial Statement <b>Electronic Submission</b> U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
			
<b>Project Name</b>	<b>FHA/Contract Number</b>	<b>Date From</b>	<b>Date To</b>
Consolidated Statement		01/01/1996	12/31/1996
<b>Your statement data has completed validation!</b>			
<b>PLEASE NOTE:</b> You still must <b>list</b> , <b>print</b> , and <b>submit</b> your final statement data to complete the process. To begin the submission or CPA Validation process, click on the "Return to Statement Selection Screen" link.			
<a href="#">[Return to Statement Selection Screen]</a>			

## Submitting a Statement

Prior to an annual financial statement (AFS) being formally submitted, it must go through the validation process. This process is thoroughly defined in the above section: **Business Rules and Validation**.

There are four basic submission types:

- Owner Certified below an established Threshold
- Owner Certified above an established Threshold
- Audited A-133
- Audited IG 2000.04)

Each submission type has it's own set of submission requirements. The following chart defines these requirements:

Submission Type	Due Date	Requirements
Owner Certified below an established Threshold	90 days after FYE	All Non-Profits, or a Profit Motivated/Limited Distribution Entity that is a non-cooperative and insured under the Small Project Processing, with federal awards less than \$300,000 for FYEs of 12/31/2003 or before, or with federal awards less than \$500,000 for FYEs of 01/01/2004 or later.
Owner Certified above an established Threshold	90 days after FYE	All Non-Profits, or a Profit Motivated/Limited Distribution Entity that is a non-cooperative and insured under the Small Project Processing, with federal awards greater than or equal to \$300,000 for FYEs of 12/31/2003 or before, or with federal awards greater than or equal to \$500,000 for FYEs of 01/01/2004 or later. Must also submit an Audited A-133 statement within 9 months of the FYE.
Audited A-133	90 days after FYE, if no Owner Certified statement is submitted, or 9 months after FYE if an Owner Certified statement was submitted within the first 90 days after FYE.	All Non-Profit entities.
IG 2000.04	90 days after FYE	All Profit Motivated Entities.


***Submitting an Owner Certified (below an established Threshold) Statement:***

1. After the Owner Certified statement has been validated, proceed to the **Statement Selection Screen**.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



### Statement Selection Screen

Project	FHA/Contract	M2M	Distribution Allowed	Period From	Period To	Status	Print Statement
<a href="#">SUMMIT GROVE</a>	030TC331		UNLM	01/02/2003	01/01/2004	Validated	<a href="#">View Data</a>

To submit the AFS, you MUST complete and validate a statement for each property listed above.

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)

Comments or Questions [<REAC Technical Assistance Center>](#)



- On the **Statement Selection Screen**, click the [View Data](#) link to view the submission data. It is recommended that you print this submission from your browser for your records at this time.

Annual Financial Statement		
<b>Electronic Submission</b>		
U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)		
<div style="display: flex; justify-content: space-between;"> <div> <p>Owner: Summit Grove</p> <p>Reporting From: 01/02/2003</p> <p>FHA/Contract Number(s): 030TC331</p> </div> <div> <p>TIN: 888888883</p> <p>Reporting To: 01/01/2004</p> <p>Submission Type: OC</p> </div> </div>		
Assets		
Account	Description	Value
1120	Cash - Operations	\$ 45,680
1130	Tenant/Member Accounts Receivable (Coops)	\$ 1,168
1131	Allowance for Doubtful Accounts	\$ 0
1130N	Net Tenant Accounts Receivable	\$ 1,168
1160	Accounts Receivable - Interest	\$ 3,573
5390	Other Service Revenue	\$ 87,941
6990	Other Service Expenses	\$ 94,756
S2900-020	Name of Signatory #1	John Jay
S2900-025	Title of Certifying Official	Trustee
S2900-030	Name of Signatory #2	John Kay
S2900-040	Auditee Telephone Number	123-456-7890
S2900-050	Date of Certification	10/30/2001
S2900-070	Certification of Compliance with HUD Regulations - Indicator	Y
S3000-020	Name of Managing Agent	John Ell
S3000-030	Name of Signatory	John Emm
S3000-040	Managing Agent TIN	123456789
S3000-050	Name of Individual (i.e., Property Manager)	John Emm
- end of statement -		


*NOTE: The white space in the middle of the screen indicates that the complete screen is not shown due to space limitations.*

3. On the **Statement Selection Screen**, click the [Submit OC](#) button to view the warning message.

Annual Financial Statement

**Electronic Submission**

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



## Warning

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per violation, plus 3 times the amount of damages that the government sustains; and
3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30.

[Back to the Statement Selection Screen](#)

[\[Click to submit statement data\]](#)

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)


[Comments or Questions <REAC Technical Assistance Center>](#)

4. Read the **Warning** message completely. At this point you may still make changes to your statement by clicking the [Back to the Statement Selection Screen](#) button and selecting the Project Name in the **Statement Selection Screen**. If you wish to proceed and submit your statement, then click the [\[Click to submit statement data\]](#) link. After clicking this link, the statement is submitted and the verification screen is displayed.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



### Your OC Statement Data for

Project Name	FHA/Contract Number	Date From	Date To
SUMMIT GROVE	030TC331	01/02/2003	01/01/2004

## has been Accepted on Mar 12, 2004 07:47 AM!

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)

Comments or Questions [<REAC Technical Assistance Center>](#)

5. Your Owner Certified submission is complete. Your submission will be automatically assessed against the Assessment Business Rules during the evening process. An email will be generated acknowledging receipt of your submission and notifying you of any problems, if any, were found while being assessed.

***Submitting an Owner Certified (above an established Threshold) Statement:***


NOTE: The threshold that applies to your Owner Certified submission is dependent upon the date of your FYE. As stated above, if your FYE is 12/31/2003 or before, then the threshold is \$300,000. If your FYE is 01/01/2004 or later, then the threshold is \$500,000. Any submission that falls within the FYE date requirements and have federal awards equal to or greater than the threshold, must submit an Audited A-133 statement within 9 months following the FYE. Failure to comply will result in referral to the HUD Enforcement Center.

1. After the Owner Certified statement has been validated, proceed to the **Statement Selection Screen**.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



### Statement Selection Screen

Project	FHA/Contract	M2M	Distribution Allowed	Period From	Period To	Status	Print Statement
<a href="#">THE VILLAGE (1)</a>	050TC551		LTD	01/02/2003	01/01/2004	Validated	<a href="#">View Data</a>


To submit the AFS, you MUST complete and validate a statement for each property listed above.

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[<REAC Financial Assessment for FHA/MF Housing>](#)

Comments or Questions [<REAC Technical Assistance Center>](#)


2. On the **Statement Selection Screen**, click the [View Data](#) link to view the submission data. It is recommended that you print this submission from your browser for your records at this time. (To save space, the sample submission is not shown.)
3. On the **Statement Selection Screen**, click the [Submit OC>=500K](#) button to view the warning message.

<p><b>Annual Financial Statement</b> <b>Electronic Submission</b> U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</p>	
<h2 style="text-align: center;">Warning</h2> <p>Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:</p> <ol style="list-style-type: none"><li>1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;</li><li>2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per violation, plus 3 times the amount of damages that the government sustains; and</li><li>3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30.</li></ol> <p style="text-align: center;"><a href="#">Back to the Statement Selection Screen</a></p> <p style="text-align: center;"><a href="#">[Click to submit statement data]</a></p> <p style="text-align: center;"><a href="#">FASSUB Main Menu</a></p> <p style="text-align: center;"><a href="#">&lt;REAC Financial Assessment for FHA/MF Housing&gt;</a></p> <p style="text-align: center;">Comments or Questions <a href="#">&lt;REAC Technical Assistance Center&gt;</a></p>	



4. Read the **Warning** message completely. At this point you may still make changes to your statement by clicking the [Back to the Statement Selection Screen](#) button and selecting the Project Name in the **Statement Selection Screen**. If you wish to proceed and submit your statement, then click the [\[Click to submit statement data\]](#) link. After clicking this link, the statement is submitted and the verification screen is displayed.

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**Your OC>=500K Statement Data for**

Project Name	FHA/Contract Number	Date From	Date To
THE VILLAGE	050TC551	01/02/2003	01/01/2004

**has been Accepted on Mar 11, 2004 03:38 PM!**

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*Comments or Questions* [<REAC Technical Assistance Center>](#)


5. Your OC>=500K submission is complete. Your submission will be automatically assessed against the Assessment Business Rules during the evening process. An email will be generated acknowledging receipt of your submission and notifying you of any problems, if any, were found while being assessed.

REMINDER: An Audited A-133 submission must be submitted within 9 months of your FYE date. For the above example, an Audited A-133 submission is due by 10/01/2004.

### ***Submitting an Audited A-133 Statement:***

1. After an A-133 statement has been validated, a certified Auditor must process it. This procedure is defined in Chapter 8. Once the Auditor informs you that it is ready for submission, proceed to the **Statement Selection Screen**.

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



**Statement Selection Screen**

Project	FHA/Contract	M2M	Distribution Allowed	Period From	Period To	Status	Print Statement
<a href="#">ACRES HOMES</a>	070TC772		LTD	01/02/2003	01/01/2004	Validated	<a href="#">View Data</a>

To submit the AFS, you MUST complete and validate a statement for each property listed above.

Submit AUD-A133

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Comments or Questions [<REAC Technical Assistance Center>](#)

2. On the **Statement Selection Screen**, click the [View Data](#) link to view the submission data. It is recommended that you print this submission from your browser for your records at this time. (To save space, the sample submission is not shown.)
3. On the **Statement Selection Screen**, click the [Submit AUD-A133](#) button to view the warning message.

Annual Financial Statement

**Electronic Submission**

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



## Warning

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per violation, plus 3 times the amount of damages that the government sustains; and
3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30.

[Back to the Statement Selection Screen](#)

[\[Click to submit statement data\]](#)


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[Comments or Questions <REAC Technical Assistance Center>](#)

4. Read the **Warning** message completely. At this point you may still make changes to your statement by clicking the [Back to the Statement Selection Screen](#) button and selecting the Project Name in the **Statement Selection Screen**. If you wish to proceed and submit your statement, then click the [\[Click to submit statement data\]](#) link. After clicking this link, the statement is submitted and the verification screen is displayed.

Annual Financial Statement  
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## Your AUD-A133 Statement Data for

Project Name	FHA/Contract Number	Date From	Date To
ACRES HOMES	070TC772	01/02/2003	01/01/2004

## has been Accepted on Mar 12, 2004 07:47 AM!

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[<REAC Financial Assessment for FHA/MF Housing>](#)

Comments or Questions [<REAC Technical Assistance Center>](#)

5. Your Audited A-133 submission is complete. Your submission will be automatically assessed against the Assessment Business Rules during the evening process. An email will be generated acknowledging receipt of your submission and notifying you of any problems, if any, were found while being assessed.


### ***Submitting an Audited IG 2000.04 Statement:***

1. After an AUD-2000.04 statement has been validated, a certified Auditor must process it. This procedure is defined in Chapter 8. Once the Auditor informs you that it is ready for submission, proceed to the **Statement Selection Screen**.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
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### Statement Selection Screen

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Combined Statement</a>			01/02/2003	01/01/2004	Validated	<a href="#">View Data</a>
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221		01/02/2003	01/01/2004	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222		01/02/2003	01/01/2004	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223		01/02/2003	01/01/2004	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224		01/02/2003	01/01/2004	Validated	
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225		01/02/2003	01/01/2004	Validated	

To submit the AFS, you MUST complete and validate a statement for each property listed above.

Submit AUD-2000.04




2. On the **Statement Selection Screen**, click the [View Data](#) link to view the submission data. It is recommended that you print this submission from your browser for your records at this time. (To save space, the sample submission is not shown.)
3. On the **Statement Selection Screen**, click the [Submit AUD-2000.04](#) button to view the warning message.

Annual Financial Statement

**Electronic Submission**

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



## Warning

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per violation, plus 3 times the amount of damages that the government sustains; and
3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30.

Back to the Statement Selection Screen

[\[Click to submit statement data\]](#)


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Comments or Questions [<REAC Technical Assistance Center>](#)

4. Read the **Warning** message completely. At this point you may still make changes to your statement by clicking the [Back to the Statement Selection Screen](#) button and selecting the Project Name in the **Statement Selection Screen**. If you wish to proceed and submit your statement, then click the [\[Click to submit statement data\]](#) link. After clicking this link, the statement is submitted and the verification screen is displayed.

**Annual Financial Statement**  
**Electronic Submission**  
**U.S. Department of Housing and Urban Development**  
**Real Estate Assessment Center (REAC)**




### Your AUD-2000.04 Statement Data for

Project Name	FHA/Contract Number	Date From	Date To
Combined Statement			
DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221	01/02/2003	01/02/2004
DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222	01/02/2003	01/02/2004
DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223	01/02/2003	01/02/2004
DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224	01/02/2003	01/02/2004
DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225	01/02/2003	01/02/2004

**has been Accepted on Mar 12, 2004 08:40 AM!**

5. Your Audited AUD-2000.04 submission is complete. Your submission will be automatically assessed against the Assessment Business Rules during the evening process. An email will be generated acknowledging receipt of your submission and notifying you of any problems, if any, were found while being assessed.

### ***Exiting the System***

Click on the  control icon in the top right corner of the screen to close FAASSUB. The user can exit the system at any time.